

DIRECTIONS FOR CREATING A TEST FROM THE FORMATIVE ASSESSMENT ITEM BANK

- 1) Log into ADE website at www.ade.az.gov
- 2) From ADE Home Page, **CLICK** on IDEAL (left column)
- 3) Log into IDEAL using user name and password
 - a. New Users – **CLICK** on “Click here to register” and follow prompt
- 4) **CLICK** on Assessment Tab OR **CLICK** on Formative Assessment Item Bank in box on right of screen.

IMPORTANT: Do **NOT** use the **Back** button located in the toolbar of your screen as you navigate within the item bank. To navigate or go back, use the Edit Test, Back To Search Form, or My Tests Home icons. (If you get a Warning: Page has expired, **CLICK** on the Refresh button)

- 5) In Menu Bar on Left of screen, **CLICK** on myTests.
- 6) On the Tests screen, you **must TYPE** a title/name for your test in the Title Box. Then **CLICK** on the Create box.
- 7) On the Questions: Test Name screen, go to the Add Question pull down menu and **SELECT Import from Question Bank**. (Do **NOT** click on Copy from My Question Pools or Create Your Own.)
- 8) On the Questions Bank screen, **SELECT** appropriate information from the Pull Down menus. (You do **NOT** need to enter something in each field. You may wish to search only by grade, subject, and strand.)
 - a. Grade level
 - b. Subject
 - c. Strand
 - d. Concept
 - e. Performance Objective

CLICK on Search box.

(**For Reading, you must access reading passages. **CLICK** on link/title of passage in the Reading Passage column. You may **PRINT** this passage.)

(OVER)

- 9) On the Question screen you may view entire question. **CLICK** on the icon in the Info box OR **CLICK** on the question itself. Detail screen will pop-up.
- 10) To add a question to your test, **CLICK** in the box under Add to Quiz.
- 11) Once you have selected all the items for your quiz, **CLICK** on Add to Quiz box in bottom right corner of screen.
- 12) From this page, you will see all of your questions with the answers. (This is NOT a print preview). You can add, delete, or edit items by **CLICKING** on the appropriate icons. You can also Go Back To Search and access new items.
- 13) To see a student or teacher version of the test, **CLICK** on Print Preview in the gray bar at the top of the page.
- 14) In the View Pull Down Menu, you may preview the student version (Questions Only) or the teacher version (Questions and Answers).
- 15) ***To print your quiz, **CLICK** on the Print button on the Print Preview page (upper left corner of page).

***At this time the printable versions of the quiz may not format and print well. To avoid this problem, you may copy and paste the entire quiz into a **Word** document. This will allow you to manipulate the items on the page and control the layout and design of your test. We are aware of this problem and are working to correct it.